



**PROCEDURES FOR REQUESTING AN AMENDMENT OF THE EDUCATION RECORD  
AND FOR REQUESTING A HEARING IF REQUEST DENIED**

If a student believes his or her education records contain information that is inaccurate, misleading, or in violation of his or her rights of privacy or other Rights, he or she may ask the College to amend the record. The College will review the request within a reasonable period of time and make a determination regarding the request. If the College decides not to amend the record as requested, it shall inform the student of its decision and of the student's rights to a hearing to challenge the content of the student's education records. Requests for hearings are submitted to the College Registrar who will arrange the hearing and inform the student of the date, time and location.

If, as a result of the hearing, the College decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall amend the record accordingly and inform the student of the amendment in writing. If, as a result of the hearing, the College decides that the information in the education record is not inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, it shall inform the student of his or her right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of the College. If the College places a statement in the education record of a student, it shall maintain the statement with the contested part of the record for as long as the record is maintained, and disclose the statement whenever it discloses the portion of the records to which the statement relates.

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